

## MILPERSMAN 1000-010

### PAY/PERSONNEL ADMINISTRATIVE SUPPORT SYSTEM (PASS)

<b>Responsible Office</b>	NAVPERSCOM (PERS-351)	Phone:	DSN COM FAX	882-3460 (901) 874-3460 882-2722
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NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC
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<b>References</b>	(a) OPNAVINST 1000.23C
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#### 1. Definition

a. The **Pay/Personnel Administrative Support System (PASS)** consolidates pay, personnel, and Navy-sponsored passenger transportation functions into a central location, which provides all of these services.

b. The **Reserve Personnel Management Assistance Team (RPMAT)**, a component of Commander, Navy Reserve Force (COMNAVRESFOR), provides advice to and performs assistance visits at Personnel Support Activity Detachments (PERSUPPACTDETs) responsible for providing Reserve personnel administration support services. MILPERSMAN 1001-050 applies.

2. **Guidelines.** Use the procedures and guidance in reference (a) for the administration of military pay, personnel, and Navy-sponsored passenger transportation functions for Navy activities supported by PASS.

3. **Service and Pay Record Entries.** When an activity is supported by PASS, service and pay record entries shall be accomplished by the PERSUPPACTDET/Customer Service Desk (CSD) maintaining the records. The PERSUPPACTDET/CSD Officer in Charge (OIC) will use guidance in MILPERSMAN 1070-190 in granting "By direction" authority. PERSUPPACTDET/CSD customer commands are not required to give the PERSUPPACTDET/CSD "By direction" authority. The determination of what is to be entered in the service record (e.g., recommendations, advancement and achievement notations, administrative remarks, etc.) and the notification of the PERSUPPACTDET/CSD of the

required change is the responsibility of the individual's commanding officer (CO). In general, the command will make decisions concerning personnel actions, and the PERSUPPACTDET/CSD will accomplish the paperwork portion of the action.